



City of Lemon Grove Employment Opportunity

Human Resources Manager

Deadline: open until filled

MONTHLY SALARY RANGE: \$6,169.22 – 7,500.19

SUMMARY

Under general supervision, perform responsible personnel and financial work, including recruitment, examining, selection, labor negotiations, classification, wage and salary administration, employee inductions, administration of employee benefits, training and employer-employee relations, and related functions. To provide information and assistance to City Employees and the general public regarding human resources activities, processes, policies and procedures.

TYPICAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan recruitments with direction from Department Directors
- Administers Affordable Care Act requirements
- Maintains Workers Compensation files and acts as City's liaison between TPA
- Composes, reviews and determines distribution of examination announcements and related recruiting strategies;
- Constructs and revises written tests, performance tests, patterned orals, assessment centers; and other selection instruments;
- Analyzes test results to determine item validity and reliability, difficulty level and pass points;
- Prepares written reports and correspondence, job announcements and recruiting publicity; prepares new hire offer letters and pre-employment materials;
- Plans, coordinates, and conducts employee orientation and exit interviews.
- Receive, verify and process employee payroll transactions; coordinate the City's leave administration program; coordinate the annual sick leave conversions and vacation conversion programs;
- Coordinate and administer the day-to-day activity of the City's group benefits and retirement programs; conduct annual open enrollment; may conduct presentations regarding benefits and retirement programs;
- Ensure compliance with COBRA and HIPAA regulations, and State and Federal laws;
- Coordinate and monitor City-wide performance evaluation notification
- Maintain employee information and records requiring confidentiality;
- Conduct and respond to salary, benefit and classification surveys and keep IEDA
- Maintain database with all Fire and Public Works credentials, certificates and training
- Schedule and track mandatory ICS course for key staff
- Assists administrators of operating departments in the solution of personnel problems;
- Coordinate and serve as primary point of contact for City-wide medical examinations, including new employee medical examinations, DMV and DOT examinations, and physicals.

- Maintains liaison with departments and other agencies;
- Conducts special projects, investigations not limited to but including disciplinary cases;
- Assist in employee-employer labor negotiations with various bargaining units, conduct a variety of surveys to gather and compile information for negotiation purposes
- Determines needs and coordinates general employee training;
- Responsible for the salaries and benefits portion of the budget
- Consult with and advise City staff on policies, procedures and employee relations; provide guidance and assistant on personnel issues;
- Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resource issues and topics; make oral presentations as required; update and revise written directive, rules, and regulations and various handbooks as appropriate.
- Respond to public inquiries in a courteous manner; provide information with the area of assignment, resolve complaints in an efficient and timely manner.
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining personnel records; and
- Perform related work as required.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION, EXPERIENCE AND LICENSES

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

- A bachelor's degree from an accredited college or university with major course work in human resources, business or public administration or related field. and
- Five years of increasingly human resource experience, preferably in a governmental or municipal setting, and
- Possession of a valid Class C California Driver's License.

SELECTION PROCESS

Following a first review of applications submitted, the most qualified applicants will be selected to interview for an appraisal of experiences, training and qualifications.

FINAL FILING DATE

A completed City application is required for consideration. Resumes will not be accepted in lieu of a completed application. Applications may be filed online at <http://lemongrove.ca.gov/departments/human-resources>. Any questions can be directed to the Human Resources Department crussell@lemongrove.ca.gov or 619-825-3848.

THE CITY OF LEMON GROVE IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Lemon Grove does not discriminate on the basis of race, color, national origin, sex, religion, age marital status or disability. Should you require accommodations for testing, please advise at the time of application submittal.